

This packet contains an example PAL submission. We hope it will clarify our expectations. You should include the following information with your company name and information inserted as appropriate.

1. M-PAL Form
2. M-STMNT Form (which is the Certification and Guarantee Statement including a list of materials).
3. Copy of MoDOT Specification appropriate for the specific PAL material.
Available at <http://www.modot.state.mo.us/design/specbook/spec.htm>
4. A copy of a typical Test Report, if appropriate, from your company or your supplier.

If you have questions, please call 573-751-6735.

MISSOURI DEPARTMENT OF TRANSPORTATION

PRODUCT LISTING/NEW PRODUCT EVALUATION REQUEST FORM

When request is submitted, enclose a completed copy of this form and the required information as indicated below.

Circle One: Manufacturer **Fabricator** **Distributor** **Other** _____

Business Name: _____ Contact Name: _____

Address: _____ City: _____

State: _____ Zip: _____ Telephone No: _____

Fax No: _____ Email: _____ Website: _____

Product: _____ Name of Manufacturer: _____

Name of Product: _____ Model No. _____

Description and intended application of product: _____

Key words (requested for literature search): _____

List other states using the product: _____

What is the approximate unit cost of the product? _____

Is material available at no cost for lab and field installation evaluation? _____

Applicable Specifications: (MoDOT specifications and MSP's are available at www.modot.state.mo.us/business/business.htm or by request.)

Does product comply with MoDOT specifications? _____ Indicate Yes/No _____ (If yes, provide specification name/number. If no, attach separate explanation as to why not and why MoDOT should consider the product)

Does product comply with other specifications (such as ASTM, ITE, AASHTO, NEMA, NTPEP, etc.)? _____ (If yes, provide specification name and number. Attach additional sheets if necessary.)

Required Information (to be submitted in addition to this form):

- 1) Product data (mixing info, installation requirements, product brochures, specification sheets, etc.)
- 2) Documentation required by the MoDOT specification (if applicable)
- 3) Applicable test data
- 4) Unit cost data and whether the unit cost includes installation
- 5) Material Safety Data Sheet

Submitted by: (Sign) _____ Date: _____

(Print) _____

Please send the new product evaluation request form and all other required information to the appropriate address below. Submittals related to the Traffic Signal and Highway Lighting Approved Products List should be submitted to Traffic Operations. Submittals that meet a current MoDOT specification and have a Qualified or Pre-Acceptance List should be submitted to Project Operations. All other submittals should be submitted to Research, Development and Technology. If a sample is required by the specification, submit the sample with a copy of the required documentation to the Central Laboratory. If the specification does not specify a sample or there is no specification, sample submittals will be required upon request.

Traffic Operations P.O. Box 270 2211 St. Mary's Blvd Jefferson City, MO 65102	Project Operations P. O. Box 270 2211 St. Mary's Blvd Jefferson City, MO 65102	Research, Development and Technology P.O. Box 270 1617 Missouri Boulevard Jefferson City, MO 65102	Central Laboratory 1617 Missouri Boulevard Jefferson City, MO 65109
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Office Use: Initial date received: _____ All required documentation submitted? (Y/N) _____

Date of additional documentation receipt: _____ Product Development/NP number assigned: _____

MISSOURI DEPARTMENT OF TRANSPORTATION

PAL Program Inclusion Certification and Guarantee Statement

Business Name: _____ Contact Name: _____

Having submitted this request, we hereby state that we have read and understand the applicable specifications for the listed material and for pre-acceptance lists in general. We understand that requesting PAL inclusion explicitly expresses this company's commitment to adhere to the specifications for the material. We also understand that the upon PAL inclusion the material may be removed at MoDOT's discretion, including such reasons as failure of material to meet specification requirements, falsification of any documentation, lack of manufacturer or source response, unsatisfactory performance on projects, or other indications of lack of consistent material quality and suitability.

We hereby requests inclusion of the designated products on MoDOT's Pre-Acceptance List (PAL) for the following sections:

Specification Section	Brief Product Description

Note: Attach additional sheets if necessary.

We understand that we are obligated to control the quality of all material shipped to MoDOT, MoDOT projects, or to contractors or suppliers which will subsequently deliver the material for MoDOT work, such that all materials furnished meet all appropriate specifications. We understand that failure of our product to meet specifications or our failure to comply with MoDOT's requirements regarding procedure or documentation may result in removal from the PAL for a period of not less than one year. We recognize that removal from the PAL may also occur if unacceptable field performance occurs, even if the unacceptable performance is due to inappropriate handling, storage or use by the Contractor or the Contractor's assignees.

We have attached the following required documents and samples.

- 1) A full description of the material (a list of materials including size and grade for applicable facility approval), how material will be identified, and the applicable specification(s) being met.
- 2) A copy of the MoDOT specification being met. (For specifications containing multiple materials, indicate exact specification sections.)
- 3) Other information required by the applicable specification(s).
- 4) Any sample required by the applicable specification(s).

We further understand that MoDOT may sample the material at any time and at any location. We also understand that every effort will be made to obtain a representative sample, but a sample failure may not be exempted based on inappropriate actions of anyone associated with the handling, storage or use of the material.

Signature: _____ Date: _____

Office Use: Initial date received: _____ Submission complete? (Y/N) _____ Date of additional receipt: _____ PAL Approval: (Y/N) _____ Approved By: _____
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